

APPENDIX S
SAMPLE REQUEST LETTER TO THE COMMANDER FOR
FUND-RAISING

"UNIT"
FAMILY READINESS GROUP
Address
City, State, Zip Code

DATE

Commander
Arizona National Guard Armory/Base
Unit
Address
City, State, Zip

Dear CPT Ivan Helpful,

Your FRG requests your approval to hold a fund-raising activity. We are planning a "Community Garage Sale" to be held in the military facility.

We will rent space to anyone in the community wishing to participant, provided the items being sold are in good taste. We will clean the military facility after this event.

The funds raised will be used to pay for our annual Christmas Party held at the military facility during our December Training Assembly.

We have discussed this matter with
Sergeant_____, our unit military point of contact,
and he/she has agreed to be present at the military facility.

This activity will strengthen our unit Family Program.

Request your approval by endorsement.

Sincerely,

Ima A. Volunteer
Chairperson
Family Readiness Group